



## **CUMMINGS JEWISH CENTRE FOR SENIORS JOB POSTING**

**JOB TITLE:** Audiovisual & Digital Media Systems Specialist  
**DEPARTMENT:** IT Department  
**DIRECT SUPERVISOR:** Information Technology Manager  
**SCHEDULE:** Full-time

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### **SUMMARY**

The Cummings Centre is seeking an experienced **Audiovisual & Digital Media Systems Specialist** to support live, virtual, and hybrid programs; manage digital platforms and display systems; operate an established podcast studio; and contribute to media production and workflow improvement initiatives.

### **DUTIES AND RESPONSIBILITIES**

#### **Program & Event AV**

- Set up, operate, and troubleshoot AV equipment for live, virtual, and hybrid programs and events
- Provide technical support to staff, presenters, and facilitators

#### **Digital Platforms & Systems**

- Manage and maintain the Virtual Library, including content uploads, organization, and system upkeep
- Support and maintain the Room Booking System, providing user assistance and technical support
- Project-manage system enhancements in collaboration with platform developers

#### **Display & Signage**

- Manage digital signage and display systems for advertising, daily activities, and room information
- Maintain display hardware and content reliability

#### **Podcast Studio & Audio Production**

- Operate and maintain an existing podcast studio

- Provide sound engineering for recording and live production
- Perform audio and video post-production, including editing, mixing, and delivery

### **Video Editing & Motion Graphics**

- Edit video content for internal platforms and displays
- Create basic motion graphics, titles, and branded visual elements

### **Innovation & Automation**

- Research and implement tools to improve workflows
- Develop or support automation solutions; explore emerging technologies as needed

## **REQUIRED QUALIFICATIONS**

- Diploma or degree in audiovisual production, sound engineering, media technology, or related field (or equivalent experience)
- **3 years of professional experience** in:
  - Audiovisual support for events
  - Audio production and post-production
  - Video editing and media production
- Strong troubleshooting and independent problem-solving skills

## **PREFERED QUALIFICATIONS**

- Podcast studio or broadcast audio experience
- Motion graphics experience
- Automation or scripting experience (e.g., Python)
- Familiarity with digital signage systems

### **Work Environment**

- Office, studio, and event-based work
- Occasional evenings or weekends may be required

We thank all candidates for their interest; only those considered for the position will be contacted for an interview.

We welcome diversity in our workplace and encourage people from minority and racialized groups to apply.

**Interested candidates may submit their resume to [hr@cummingscentre.org](mailto:hr@cummingscentre.org)**